



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

April 8, 2014

To: Independent Providers in the Community Options Program

From: John S. Wilson, Program Manager *John Wilson*
In-home Supports Assurance System (ISAS)

Re: 40-Hour Weekly Limit

Effective **April 10, 2014**, the 40-Hour weekly limit for independent providers will change to a Friday – Thursday cycle. Currently the 40-Hour weekly limit is based on a Sunday – Saturday cycle which causes unnecessary confusion.

As of April 10th, providers' hours worked and recorded in ISAS between Friday – Thursday should **NOT** exceed 40 hours. Any claims that lead to 40 hours being exceeded will be pended for review.

Example:

Jane has worked for 35 hours between Friday – Wednesday and works for an additional 10 hours on Thursday. The **ENTIRE** 10 hour shift she worked on Thursday—**not just the five hours that exceeded the 40 hour limit**—will be pended for review. The review will result in Thursday's claim being shortened by five hours, bringing the weekly total to 40. Typically the review takes 2-3 business days and could result in **delayed** payment. Please avoid, when possible, exceeding the 40 hour limit.

Thank you for your cooperation in the Community Options program. For questions or concerns, please contact dhmh.isashelp@maryland.gov.